

25 October 1954

1. In lieu of a Management Improvement report, summarize briefly recent and planned progress in area.

2. Have recent T/O revisions closed the gap between T/O's and ceilings?

(That is, in what offices have T/O's been made to equal ceilings, and how many not?)

3. Will a 1956 savings be effected by the amount of the 1955 Guard Service of the Records Center, due to the transfer of the location of that Center? *YES - 1 Guard post, 24 Hrs, \$21020.04*

4. In what areas is it anticipated that the Management Staff may develop work measurement systems?

0-5-8 These refer to  budget information that he gave us.

STAT

*CPC 9 - 3000 - 3600  
6. 3200 - 3900 - - - - -*

STAT

*new SS av approx 3500.  
3500  
3  
10 5 0 0*

*The attached sheets were submitted to  on 10/26/54 in accordance with request dated 10/25/54 and my discussion with him today.*

SECRET

*Lgc 10/26  
ew*